



**The County of Butte
is Seeking an
Assistant Director of
Information Systems**

Butte County....why not the best?



UNIQUE OPPORTUNITY

Butte County seeks an experienced, collaborative, and people-oriented professional as its first Assistant Director of Information Systems. This is an exceptional opportunity for a creative and customer-service focused individual to help shape the future of this growing, dynamic California public agency.

ABOUT BUTTE COUNTY

Butte County is situated on the east side of Northern California's Sacramento Valley and covers 1,640 square miles between the Sacramento River to the west and the Sierra Nevada Mountains to the east. This "Land of Natural Wealth and Beauty" was founded on February 18, 1850 and is one of California's original counties. Its name is derived from the Marysville or Sutter Buttes, which lay within the boundaries of the County when it was created. Butte County is home to a growing population of 214,500 people who live in the incorporated cities of Biggs, Chico, Gridley, Oroville (the county seat), and the Town of Paradise. The County offers an ideal economic atmosphere with room to grow, a highly educated labor force, and a lower than average cost of living.

Butte County has a variety of opportunities for cultural enrichment, recreation, and relaxation in a non-congested, suburban environment. Bidwell Park, in Chico, is the third-largest city park in the world extending 12 miles along Big Chico Creek. Lake Oroville and the Sierra Nevada Mountains also provide a wide array of recreational activities. Educational and cultural activities are available through California State University, Chico with an enrollment of more than 15,000 students. In addition, Butte County is an hour and a half drive to Sacramento and three hours from the San Francisco Bay Area.

Recreational Activities

In Butte County, there is something for everyone. Recreational opportunities include water sports of all types on crystal lakes dotting the County's landscape. Whitewater rafting and canoeing are available in the canyons of the area's numerous rivers. Anglers can try their luck casting for trophy trout and bass. Additionally, equestrian and mountain biking trails run for hundreds of miles with countless square miles of wilderness making for wonderful backpacking excursions. Portions of the Lassen and Plumas National Forests fall within the County

boundaries. There is literally no end to the beauty of the area's natural offerings and few places in the nation have the variety or quality of scenery and activities found here.

COUNTY GOVERNMENT

Butte County is a Charter County with a FY 2006-07 budget of \$375 million and approximately 2,260 full-time employees. It has a proud tradition of being a stable local government bolstered by a forward-looking Board of Supervisors who are elected to four-year terms on an alternating basis. In addition to the Board of Supervisors, the following officials are directly elected:

- Assessor
- Tax Collector – Treasurer
- Auditor – Controller
- Sheriff – Coroner
- District Attorney
- Clerk – Recorder

Appointed department heads who report to the Chief Administrative Officer but are appointed by the Board of Supervisors include:

- Agricultural Commissioner/Sealer of Weights and Measures
- Director of Employment and Social Services
- Director of Child Support Services
- Director of Behavioral Health
- Director of Development Services
- Information Systems Director
- Library Director
- Human Resources Director
- Public Works Director
- Public Health Director
- Water and Resource Conservation Director

The California Department of Forestry and Fire Protection provides fire services for unincorporated areas, and the Farm and Home Advisor is an extension program of the University of California.



Butte County's elected and appointed officials and employees are committed to providing service, with dignity and respect, which promote an optimal quality of life for all County residents.

BUTTE COUNTY'S VISION:

- *To ensure basic health, safety, and protection of people.*
- *To facilitate commerce and trade.*
- *To resolve issues in an honest, consistent, and unbiased manner.*
- *To provide service that is efficient, cost effective, and prompt, utilizing both public and private means.*
- *To make public records readily accessible for information and education.*

INFORMATION SYSTEMS DEPARTMENT

Butte County's Information Systems Department was formed on June 1, 1997 as a result of a study conducted by Chico State University after the outside vendor contract supporting the existing mainframes utilized by the Department of Employment and Social Services was not renewed. Under the leadership of Director Bob Barnes, the IS Department and associated systems were built from the ground up, resulting in a high-performing Department that has placed Butte County among the leaders of California Counties in information technology.

The Information Systems Department is comprised of two divisions - Information Systems and Central Communications. Information Systems provides the wide-area networking (WAN) services for the County. These services include housing/maintaining the wide-area networks, network hardware, and operating systems that provide County departments and related agencies with wide-area networking connectivity, e-mail services, secure Internet/Intranet access, data warehousing, and centralized housing of departmental electronic assets. The main County campus and all major population centers within the County are connected via fiber optics running gigabit/10 gigabit. In addition, Information Systems provides network engineering services, network security, countywide desktop support, and housing of County departmental servers and related operational equipment.

Central Communications provides and maintains the equipment and technology that serves the voice communications infrastructure for Butte County departments and related agencies. This includes providing and managing telephone equipment and lines (Centrex), special service circuits (electronic data networking), cellular, Nextel, and pager services. There are over 3,400 Centrex lines currently in operation. Additionally, Communications is responsible for all radio and related voice communications for the Butte County public safety and general government radio networks, the Octel voicemail system, as well as being the E-9-1-1 coordinator for the County's Public Service Answering Points (PSAPs).

The Information Systems Department is supported by a full-time staff of 27 and a total FY 2006-07 budget of approximately \$5 million.



DEPARTMENT OF INFORMATION SYSTEMS MISSION STATEMENT

"To provide efficient, secure, consistent, cost effective, and reliable communication infrastructures for the Butte County governmental organization that encompass high-speed digital, telecommunication, and radio networks."

Upon assuming his/her position, the new Assistant Director of Information Systems will be expected to work with the Director in overseeing the day-to-day operations of the organization and address the following departmental priorities:

- Continue to develop and implement business processes throughout the countywide system.
- Upgrade the County's financial system.
- Create an efficient document imaging and indexing system.
- Formulate an equipment replacement schedule.

THE POSITION

The Assistant Director of Information Systems will partner with the Director to oversee the day-to-day operations of the Department. This includes oversight of departmental staff in the Information Systems and Central Communications Divisions. The Assistant Director will also play a key role in developing and managing the IS budget. This position requires a significant amount of interface with a variety of stakeholders including IS staff, County Department Heads/employees, County Management Team, elected officials, among others.

The ideal candidate is a creative, service-oriented professional who has outstanding leadership, interpersonal, and communication skills, and possesses well-rounded experience in information systems. Desirable candidates will have a proven track record of effectively leading change and building mutually

productive relationships with a wide variety of stakeholders and interest groups. A history of demonstrating a commitment to staff empowerment will also be considered favorably. Candidates will ideally be experienced in project management. While a technical background in information systems is expected, strong management, leadership, and interpersonal skills are of the utmost importance.

Specific requirements are as follows:

Experience and Education

Five (5) years of management and/or supervisory level experience including administration, program development, budgeting, project management, and coordination of work flow in an enterprise, technology based organization in a governmental and/or business environment is expected. A Bachelor's degree in Computer Science, Information Systems, Engineering, Project Management, or Business/Public Administration is required. Technical certifications such as, but not limited to, Microsoft Certified Systems Engineer (MCSE), Certified Project Management Professional (PMP), Cisco Certified Network Professional (CCNP) are highly desirable.

Management Style/Personal Characteristics

County officials are searching for an Assistant Director with the following additional leadership and management characteristics:

- Possesses a strong sense of ethics, both personally and professionally
- Positive, responsive, and customer-oriented attitude
- Energized by major challenges and accomplishments
- Exhibits a high level of political acumen and sophistication
- Possesses extraordinary organizational skills
- Communicates with confidence, integrity, and professionalism
- Exceptional and proven manager of people
- Possesses sound judgment and excellent intuition
- Ability to establish a collaborative working environment, both with Information Systems staff and other stakeholders
- Comfortable working with all levels within the organization, including elected officials, County management, County employees, and Department staff
- Self-starter; ability to work independently given significant flexibility
- Calm under pressure, resilient, and has a good sense of humor

COMPENSATION AND BENEFITS

Salary

The salary range for this position is **\$77,146 - \$103,383**. Actual salary will be based on the qualifications of the successful candidate.

The County also offers an attractive benefit program, which includes the following:

Retirement

- Participation in the PERS program 2% @ 55 (single highest year). County pays employee's contribution

Leave Program

- Vacation based on years of service beginning at 14 days per year
- Sick Leave – 12 days per year

- 11 paid holidays per year
- Administrative Leave – seven days per year

Insurance

- Participation in the County sponsored Health Plan under PERS, which includes a choice between three medical plans as well as dental and vision insurance, with premiums substantially paid by the County
- Life insurance of \$25,000

Additional Benefits

- Optional supplemental life insurance; accidental death and dismemberment insurance
- Participation in County's 125 Cafeteria Plans; Deferred Comp (457) Plans; Short/Long-term Disability Programs
- County-paid Employee Assistance Program for employees and their families

APPLICATION AND SELECTION PROCEDURE

To be considered for this excellent career opportunity as Assistant Director of Information Systems, submit a cover letter with current salary, resume (showing years **and** months of positions held), and three work-related references by **Friday, September 1, 2006** to:



Stuart Satow
CSAC Human Resources Advisory Services
241 Lathrop Way
Sacramento, California 95815
Tel. 916 263-1610 or 916 263-1401
Fax: 916 561-7205
E-mail: resumes@cps.ca.gov
Website: www.cps.ca.gov/search

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CSAC HR Advisory Services will report the results to the County. The County will then select candidates to be invited to participate in interviews in Butte County (Oroville) in early October. An offer of appointment is expected in late-October following extensive reference and background checks and a final interview. For additional information about this excellent opportunity, please contact Stuart Satow.

Visit the Butte County website at:
www.buttecounty.net